



## CAL FIRE - Office of the State Fire Marshal Flame Retardant Advisory Committee Charter

### (A) COMMITTEE GOAL

To provide a means of communications between the Cal Fire-Office of the State Fire Marshal, representatives of industry, the public and the fire service; and to seek comments and specific views on proposed regulations and technical issues.

### (B) COMMITTEE MEMBERSHIP

- (1) The committee chair shall be appointed by the State Fire Marshal.
- (2) Committee members shall be appointed the State Fire Marshal.
- (3) Committee members shall serve staggered, two-year terms.
- (4) The committee shall be comprised of the Program Coordinator (ex-officio) and representatives from the following organizations:
  - (a) Local Fire Departments (up to 4)
  - (b) Flame Retardant Licensed Industry (up to 5)
  - (c) Laboratory (up to 3)
  - (d) Association (up to 1)
- (5) Committee participation is voluntary and there is no expectation of compensation.
- (6) The committee chair will appoint one member as the vice-chair who will act in place of the chair when needed.
- (7) Nonvoting technical advisors and work groups may be utilized by the committee chair and Fire Engineering based on a specific need.

### (C) MEETINGS

- (1) Location
  - (a) Meetings shall be regularly scheduled in Sacramento.
  - (b) Meetings may be scheduled throughout the state on an as-needed basis.
- (2) Schedule
  - (a) The committee shall, at a minimum, meet quarterly-annually.
  - (b) Additional meetings can be scheduled on an as-needed basis.
- (3) Meetings will not be canceled without cause.

### (D) COMMITTEE PROTOCOL

- (1) Comply with Bagley-Keene Open Meeting Act.
- (2) Only items listed on the published agenda as "Motion Required" may be acted upon.
- (3) The committee chair has the authority to set time limits on any agenda item.

(E) PROCESS

- (1) Fire Engineering Division will provide support to the committee.
- (2) Agenda items should be submitted to the Program Coordinator four weeks before the scheduled meeting date.
- (3) Minutes will be taken at each meeting that capture the essence and actions of the meeting.
  - (a) Draft minutes will be posted for review by the committee and other interested parties.
  - (b) After approval at the next meeting, final minutes will be posted.

(F) QUORUM

- (1) A simple majority (50% plus 1) of the committee membership shall be a quorum.

(G) RESPONSIBILITY OF THE CHAIR

- (1) Interpretation and decisions are the purview of the chair.
- (2) The chair shall evaluate any issue that is sensitive or ambiguous and report such issues to the State Fire Marshal.